



September 4, 2007

JOB OPPORTUNITY

If it's a challenging position you're looking for,
We have the ideal job for you.

CLASSIFICATION: *ASSOCIATE PERSONNEL ANALYST*

TENURE/TIME BASE: *PERMANENT FULL TIME/PART TIME*

BUREAU: *ADMINISTRATIVE SERVICES*

MONTHLY SALARY: *\$4,400-\$5348*

SUMMARY: Under the general supervision of the Human Resources Manager, the incumbent performs the more difficult and complex technical work in the Human Resources Services Office (HRSO).

DUTIES:

- Analyze, review and properly classify positions; review proposed personnel actions for conformity with regulations, classification or pay standards; conduct classification/pay surveys; develop departmental policies and procedures; determine salaries for employees; provide technical assistance to other staff; and prepares reports, manuals and correspondence.
- Investigate, recommend, and/or prepare disciplinary actions; interpret and explains civil service law, rules, and procedures and departmental policies. Advise supervisors and managers on appropriate course of action.
- Log and process on-the -job injuries; liaison with SCIF; monitors work related injuries; and review and /or assist in reasonable accommodation requests.
- Investigate informal and formal EEO complaints. File quarterly reports, and represent department at CCROC meetings.

DESIRABLE QUALIFICATIONS:

1. Write and speak effectively.
2. Read and follow oral and written instructions.
3. Knowledge of principles and practices of public personnel management.
4. Extensive detailed knowledge of laws, rules, regulations and contract language.
5. Excellent research skills.
6. Experience analyzing and solving difficult technical personnel problems.
7. Experience assuming responsibility for decisions and actions.
8. Demonstrated ability to work both independently and collaboratively as part of a team. Ability to work effectively with all levels of staff

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until the position is filled.** ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. **Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER